

Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB20687i
Opening Date: 02/16/2010
Closing Date: 02/19/2010

Budget Analyst 3

\$3,726 - \$4,888 per month (Range 54) plus a comprehensive benefits package!

Agency Information

The Department of Corrections is seeking a motivated and qualified individual to serve as a Budget Analyst 3 in the Budget Resource Management Unit located at Headquarters in Tumwater, Washington.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Agency Profile: The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

Agency Mission: To improve public safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,750 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

Responsibilities:

Verifies, prepares, and projects data for the monthly budget status reports. Prepares, inputs, and reviews program allotments in The Allotment System (TALS). Prepares maintenance level decision packages, as assigned, for budget development. Responsible for creating and maintaining the program wide Salary Projection System for each designated program. Conducts analysis of proposed legislation and prepares fiscal notes and bill analysis. Provides technical support to designated programs and regional business services staff and assists with maintaining the data systems for the Department. Provides detailed analysis to Budget Resource Management staff and provides consultative planning, analysis, and projections as requested. Supports and contributes to the mission by providing accurate and timely data to Executive Management and Stakeholders to make effective, sound decisions impacting the Department.

Duties:

- > Responsible for program lead in coordinating the budget status reports, activity inventory, performance measures, and the TALS system. All other workload will be assigned by the Budget Manager or Assistant Budget Manager.
- > Interacts with the Budget Resource Management Unit, Financial Coordination Unit (at Headquarters), Regional Business Managers, Assistant Regional Business Managers, and Local Business Advisors.
- > Lead on OFM system requirements such as Salary Projection System, the Allotment System, and the Compensation Impact Model Agency interface.

Qualifications

Required qualifications:

- > Overall knowledge of the state budget and policy preparation including interrelationships between programs, agencies, and operating and capital programs.
- > High level expertise with Microsoft Word and Excel.
- > Effective written and oral communication and presentation skills.

Desired qualifications:

- > Bachelor's degree in business, public administration, accounting, economics, statistics or related field from an accredited institution whose accreditation is recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA), or a foreign equivalent.
- > Three to four years of professional experience in budgets, management, or program analysis is desirable.
- > The ability to analyze and interpret data; write clearly and concisely; deal respectfully, practically and effectively with others in a staff relationship; prepare professional reports; work on a variety of tasks with frequent interruption; and maintain a high degree of accuracy in a fast paced environment.
- > Competent with TALS, SPS, PMS, BDS, and AFRS.
- > Experience with the Executive Information System (EIS) or similar type system.

Special Notes

- > All DOC facilities are smoke and/or tobacco free.
- > All Department of Corrections' employees are fingerprinted for a criminal history background check.
- > Must be able to work in a fast paced environment, be able to multi-task, and effectively prioritize.
- > Additional hours may be required during peak work periods, such as Legislative Session and Budget Development.

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current. For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please call (360) 725-8405.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020687* and click on Start Search.
5. Click on the link, Budget Analyst 3, Tumwater, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter tab**.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.